

Key Points Summary from the Liaison Call on November 3, 2015

- **Authorized Requestor (AR)** if you have not yet submitted a name for your Authorized Requestor please do so now. We are currently missing the following courts/tribes: Alpena, Arenac, Baraga, Bay, Calhoun, Chippewa, Oscoda, Saginaw, Delta, Eaton, Emmet, Gladwin, Hillsdale, Isabella, St. Clair, Schoolcraft, Mason, Montcalm, Montmorency, Muskegon, Ogemaw, Ontonagon, GTBOCI, Huron Band, Little River Band, LTB of Odawa Indians, Saginaw Chippewa Indian Tribe, ITC.
Please name an AR and email the DHS-815 to MDHHS to Application Security. Any new MiSACWIS users will not be added to MiSACWIS if an AR is not identified for your court or tribe.
- **The Help Desk phone number is 855-659-6599.** All MiSACWIS questions, including Single Sign-On (SSO) issues should be directed to this number.
- Contact CCFMU for policy related questions at DHS-CCFMU@michigan.gov

2016 Budget approval process under MiSACWIS PLEASE FOLLOW THESE STEPS STEP-BY-STEP IN THE ORDER OUTLINED

1. 2094/4471-**USER ROLE** – fiscal staff, organization manager, judge; pick action: **task review and route** to organizational manager, (some might be judge) and CCFMU manager (Kelly Walters). The 2094/4471 **must** be approved by the CCFMU manager before any other forms can be routed for approval. (Each component must be approved before other forms will become available to route for approval).
 2. 167/168 –**USER ROLE** – fiscal staff, organization manager, judge; pick action: **task review and route to judge and CCFMU manager.** The 167/168 must be approved by CCFMU manager, before a 2091 can be routed for approval.
 3. 2091 – **USER ROLE** – fiscal staff, organization manager, judge; pick action: **task review and route to judge and then CCFMU manager.**
 4. 2091 – **USER ROLE**- judge, pick action: **task and review to County Commissioner (For FY16 most commissioners have already signed, you can upload and re-submit if after checking in attachments the signed 2091 isn't there) and commissioner can then route to CCFMU manager.**
 5. 2091 – **USER ROLE** – County Commissioner (if applicable), pick action: **task review and route to CCFMU manager.** This will capture the County Commissioner's signature on the form.
 6. When the CCFMU manager approves the 2091, 2093, and 2095 MiSACWIS will then indicate the budget has been approved.
 7. After all of the forms are approved by the CCFMU manager, the 206b and 207 can be entered and routed for approval to the CCFMU manager (after December 15, 2015).
- Please view the Job Aids that have been sent along with this Key Points Summary to the CCFMU website (Validation errors and routing job aid).
 - **Next Liaison Call** is scheduled for November 17, 2015 at 1:00pm.

- If you have budget routing questions for the FY16 CCF budget or any CCF-MiSACWIS related questions please call Maggi Thomas at 517-388-6278 or email at Thomasm12@mi.gov.